

Washington County

Job Description



Title:	Justice Court Administrator	Code:	
Division:	Administration	Effective Date:	06/11
Department:	Justice Court	Last Revised:	02/15
Career Serv:	No	FLSA:	Exempt

GENERAL PURPOSE

Performs a variety of **administrative, supervisory, technical and public relations duties** as needed to expedite the functions, operations, processes and day-to-day work flow of the department. Charged by the County Commission with responsibility to help formulate and carry out policy related to the Justice Court.

SUPERVISION RECEIVED

Works under the general supervision of the Commission Administrator and the broad policy guidance of the County Commission.

SUPERVISION EXERCISED

Provides close to general supervision to Court Clerk Supervisor, and Deputy Court Clerks.

ESSENTIAL FUNCTIONS

Directs and coordinates day to day operational activities of the Justice Court through subordinate supervisor and court clerks; conducts planning and scheduling meetings; establishes priorities and makes operational decisions according to standard operating procedures.

Determines performance standards; evaluates staff performance and makes decisions affecting job retention, advancement, discipline and discharge; directs and controls recruitment and selection activities for staff members; reviews and monitors overall department performance.

Develops departmental policies, procedures and guidelines for the efficient administration of the Justice Court.

Prepares budget recommendations; monitors expenditures; ensures that all monies collected by the court are properly accounted for; prepares periodic revenue reports.

Maintains liaison and coordinates court operations with representatives of other city/county departments and court agencies.

Manages case flow to ensure that cases are processed in a timely and effective manner; ensures the adjudication of cases by the judges involving certain classes of traffic infractions and misdemeanors.

Prepares and submits periodic reports to the Administrative Office of the Courts and to the City/County Administrators Office.

Coordinates the development and implementation of the court related computer system as applied to the Washington County Justice Court.

Oversees the maintenance of court dockets; oversees issuing of judicial orders; supervises posting of information generated during court sessions to case files; supervises the maintenance and security of court records; authorizes access to court records.

Monitors workload in order to determine staff deployment based upon workload demands.

Conducts staff meetings, and advises clerks regarding questions and procedures.

Oversees ordering of office supplies.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from college with a bachelor degree in business, accounting or related field;
- AND
- B. Four (4) years of progressively responsible experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of complex and technical filing system related to the court; filing procedures related to a variety of legal documents; civil and criminal processes; terminology, trial procedures and court system processes; general office management procedures; modern clerical techniques and procedures; various computer applications. **Working knowledge of** principals of supervision; budget preparation practices and procedures; purchasing processes and procedures; accounting practices.

Skill in operating a variety of office machines.

Ability to perform complex clerical work requiring the use of independent judgment; keep accurate records; communicate effectively verbally and in writing; work in a environment requiring considerable accuracy organization and timely preparation of materials; interpret and follow oral and written instructions; accurately record the text of a trial and work under stress; maintain an effective working relationships with the court judiciary, other jurisdictions, the public, fellow workers and public officials.

3. Special Qualifications:

None.

4. Work Environment:

Work performed in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Daily workplace stress associated with working with hostile or disgruntled clients.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.